

***NATIONAL WEATHER SERVICE INSTRUCTION 20-105
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Training and Education

INDIVIDUAL DEVELOPMENT PLANNING

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1. Purpose

The National Weather Service (NWS) Individual Development Plan (IDP) process provides a means for individuals to identify their short- and long-term goals along with the training and professional developmental experiences needed to achieve those goals. The Individual Development Plan (IDP) provides a framework for developmental experiences which will fulfill the mutual goals of individual career development and organizational enhancement. Each IDP is uniquely tailored to the needs of the individual and the organization.

Office supervisors may use input from staff IDPs to highlight or support goals outlined in their Office Training Plan (detailed in NWS Instruction 20-106) . However, the reference to the IDPs must remain generic (i.e., should not contain specific references to individual staff members), as the IDP is to be regarded as a confidential and non-binding agreement between individual staff and their supervisors.

IDPs are to be developed or updated each year, and employees are encouraged to discuss their IDPs with their supervisors frequently during the year. IDPs will not be utilized as input to employees' annual performance reviews, nor may they be used as input to evaluate performance. The first-line supervisor is responsible for ensuring each staff member has prepared a current IDP. The supervisor should review each staff member's plan at the beginning of each annual performance cycle and then at least once midway through the cycle.

2. IDP Development and Maintenance

The Department of Commerce (DoC) has developed a reference which explains the IDP process in detail and provides a worksheet which employees may use to develop their own plans. Any other format mutually agreed upon by an employee and their supervisor may also be used. The NWS employees are encouraged to refer to and use this reference in the IDP development process. The DOC reference can be found at:

<http://www.nwstc.noaa.gov/nwstrn/d.ntp/idp-2001.pdf>